

## Guidelines

Council Meeting Question Time is an opportunity for the community to ask questions of Council and is provided at the beginning of each Ordinary Council Meeting.

We encourage people to register by providing their details and questions at least 24 hours prior to enable Council to prepare a thorough and informed response. A person may submit no more than two questions at any one Question Time session, and questions must be limited to 100 words or less. Questions must not be defamatory or objectionable in language, nature or intent.

The Mayor reserves the right to read only the actual question component of submitted questions and or where the questions have previously been addressed, to simply record the questions and answers in the minutes.

The Mayor may use their discretion as to whether questions will be read out and answers provided if there is no one in attendance. In this instance, the questions and answers will be recorded in the minutes.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

Question: \_\_\_\_\_

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